

CLARIFICATION OF FDD-CIA LIBRARY PROCEDURES

1. ACCOUNTABILITY

a. Non-expendable Items:

FDD will maintain accountability records for non-expendable items in conformance with CIA Library specifications. The details of such records will be transferred to the CIA Library on a monthly basis in a report to be known as the FDD Monthly Accountability Record.

b. Expendable Items:

Receipts of ephemeral materials tentatively judged by FDD to be expendable need not be recorded in detail in FDD records, however, they should be preserved until all Offices of the Agency have been given an opportunity to pass judgment on their usefulness. FDD may forward such items to the Library where such action is considered desirable.

c. Maintenance of the FDD Monthly Accountability Record:

The current monthly FDD Quality-Quantity Report to the CIA Library will henceforth be known as the FDD Monthly Accountability Record. This record will be maintained and prepared in a manner agreeable to both Divisions. The content of the record should be decided upon, at a future date, by 25X1
 on experiences of the preceding year.

2. CATALOGING

Cf: Accountability, Par. 1, above.

The CIA Library main catalog functions also as the central Agency accountability record for books. It is desirable to include in this main catalog all non-expendable items received in FDD. Such processing will eventually provide a single reference approach to the book resources of the Agency, including foreign as well as English language publications.

Bibliographic description of books for cataloging purposes will consist of the following:

Transliterated and/or translated versions of the title page plus information available elsewhere in the book concerning date of publication, pagination, presence of maps, charts, tables, photographs, bibliographies or other elements of potential value to Agency personnel.

A brief abstract describing significant subjects (and areas) discussed in the book to be prepared with the purpose in mind of enabling catalogers to assign appropriate subject codes from the abstract alone.

Books forwarded to the CIA Library by FDD will be accompanied by bibliographic statements per above; they will be fully processed according to standard cataloging procedure by the CIA Library. A set of the catalog cards will be returned with each book to FDD. The CIA Library will not maintain circulation records for books to be stored in FDD since notation of the FDD control number will be made on each catalog card and will denote physical location of the book. Each title cataloged will be listed in the CIA Library's Weekly Accessions List.

For books not forwarded to the CIA Library directly (due to pressing exploitation requirements) but listed in the FDD Monthly Accountability Record, q.v. the CIA Library will prepare catalog cards for its records and for forwarding to FDD. FDD will upon receipt of such cards note the call number of each book at the top left hand corner of the title page. The book will be listed in the CIA Library's Weekly Accession List. The book will be forwarded to the Library for final processing and verification of entry when available.

3. DISPOSITION

Disposition of exploited material and other records will be made through the FDD Records Officer and the CIA Records Administrator.

4. FUNDS

Special projects involving expenditure of funds for publications procurement shall be submitted by FDD through the OO Document Procurement Committee representative for DPC action.

5. LIAISON

Library of Congress Liaison will be cleared in advance with the CIA Librarian. No Agency commitments will be made to Library of Congress personnel without the approval of the CIA Librarian. Continuing contact with IAD, State Department, will be conducted by FDD but only for the identification and the borrowing of foreign language publications. No commitments involving the expenditure of funds or the ordering of publications will be made except through the CIA Librarian. All other negotiations will be made by or with the concurrence of the ~~Chief, State Dept.~~ OCD.

Liaison Division

6. ORDERS

Requests for the procurement, usually by purchase, of books and periodicals required in FDD will be placed on the standard Library Order Form and forwarded via the OO Document Procurement Committee representative.

Every effort should be made to assure maximum utilization of existing Agency resources prior to submission of new orders. For that reason the Library will review orders for duplication, possibility of satisfaction through inter-library loan, difficulties of procurement and excessive cost.

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Each order will provide maximum bibliographic detail or, in lieu, a reference to the source of the information available. Full particulars will be provided in every instance where reference is made to a classified source of information to assure that such sources will not be jeopardized by subsequent purchase action in the open market.

Requests for follow-up information on outstanding orders may be submitted by telephone or in writing but must not be submitted on the standard Library Order Form. FDD will advise the Library whenever possible on the advisability of cancellation of outstanding orders due to changing needs, or failure to locate in the course of reasonable (6-9 mo.) search. Follow-up of orders through State Department shall be made via the CIA Library.

7. RECEIPT

Items ordered by the CIA Library for FDD through Department of State will be forwarded by the latter, upon receipt, to Delivery Point II. Included in this category will also be the foreign language publications procured via blanket allotment or gratis by State Department procurement personnel abroad. Under the circumstances of a dual delivery point system for publications procured via State Department, FDD will be alert to mis-routings and inform the Library at the earliest opportunity of receipts which may be on order at Delivery Point One. The CIA Library will, in turn, be alert to mis-routings of FDD materials.

JB/csh

14 March 1950